

MISSOURI ASSESSMENT PROGRAM

TEST COORDINATOR'S PACKET ADD/SHORT FORM

SPRING 2007

This form is to be completed by the **District Test Coordinator**.

Use this form to request additional Test Coordinator materials for your district or to report materials missing from the Test Coordinator packet. Please contact the CTB/McGraw-Hill Missouri Assessment Program Service Line at 1-800-544-9868 with any questions.

DISTRICT:

Contact Person:

Phone Number:

Email Address:

Fax this form, together with Add/Short forms received from your schools to:

MAP 2007 ADD/SHORTS: 866-405-4086

MISSING PACKET:

☐

Did not receive a District Test Coordinator Packet for:

ADDITIONAL PACKET MATERIALS:

QTY	DESCRIPTION
	Cover Letter May be photocopied
	Security Barcode Verification Form May be photocopied
	Student Barcode Label Instruction Sheet May be photocopied
	Embedded Field Test Item List May be photocopied
	Early Return Instruction Sheet (required only if selected by DESE for state scaling sample)
	Early Return Labels – Orange (required only if selected by DESE for state scaling sample)
	Materials Ordering & Inventory Information May be photocopied
	Return Shipping Address Labels – GREEN (Materials to be Scored)
	Return Shipping Address Labels - WHITE (Unused/Non-Scorable Materials)
	Content Area Labels – Communication Arts (pink)
	Content Area Labels – Science (purple)
	Content Area Labels – Mathematics (yellow)
	Content Area Labels – Social Studies (blue)
	Unused Books Labels (black)
	Test Coordinator's Manual

MATERIALS AVAILABLE ELECTRONICALLY: The non-secure MAP materials that do not require scanning will be posted to the DESE website at <http://www.dese.mo.gov/divimprove/assess/ancillaries/>. The documents will be accessible and easy to download. Instructions for downloading a PDF are posted on the DESE website for your convenience. Download the PDF, print it yourself and distribute or distribute via email and leave the printing to the recipient. It is a fast and simple solution.